

Call for Presentations

2003 HEARTLAND SYMPOSIUM FOR PROFESSIONAL DEVELOPMENT

April 8 - April 10, 2003
Kansas City Marriott Downtown
200 West 12th Street, Kansas City, Missouri 64105

The Heartland committee is soliciting proposals for presentations and workshops that will enhance the skills and knowledge of workforce development staff. This year professional development is the major focus of the event. Accordingly, conference participants will have opportunity to gain skills that may be recognized under the National Association of Workforce Development Professionals (NAWDP) "Areas of Competency" and other credentialing systems for workforce development professionals. Continuing education credits will be linked to some of the workshop presentations. The attached NAWDP Areas of Competency is provided as a benchmark for evaluating the workforce competencies your proposal addresses.

Please submit proposals and suggestions by December 06, 2002. All contributions received by this date will be considered and will provide valuable input to the planning group developing the 2003 Heartland Symposium agenda.

Part 1: Instructions

Using this form, mail, e-mail or fax your proposal to:

US Department of Labor – ETA
1100 Main Street – Suite 1050
Kansas City, MO 64105
FAX: 816-502-9001
pbouallegue@doleta.gov

or
US Department of Labor - ETA
230 South Dearborn Street, 6th Floor
Chicago, IL 60604
FAX: 312-353-4474
lkinzer@doleta.gov

NOTE: Before e-mailing proposals, make sure the files are saved in MS Word and renamed as the last name of the Primary Presenter (i.e. "Smith1.doc," Smith2.doc"). Always maintain a copy for your records.

Workshops are 90 minutes long. Content must be educational, not commercial.

Suggested workshop titles and descriptions will be used to prepare the Heartland Program.

Overhead projector, screen, easel, flipchart and markers will be provided. All other A/V equipment - such as computers, LCD displays and VCRs - are the responsibility of the presenter.

Presenters who do not wish to attend the rest of the conference may request a complimentary registration for the day of their presentation only.

For more information, contact Pam Bouallegue in Kansas City at 816-502-9008, pbouallegue@doleta.gov or Lynn Kinzer in Chicago at 312-353-1529, lkinzer@doleta.gov.

Part 2: 2003 Heartland Symposium Workshop Proposal

1. Suggested Workshop Title: (10 words or less)
2. Provide a Workshop Description of 100 words or less for the Conference Program. (Use 3rd person, present tense):
3. List the Workforce Development Competencies that will be addressed (e.g., Number 4, 6):
(See list below)
4. Describe your Target Audience: (Who should attend this workshop?)
5. Provide three Learning Objectives -(tools, knowledge, insight or ability attendees will gain from session):
 - 1.
 - 2.
 - 3.
6. Has this presentation been delivered before?
 - ☐ Yes (At what event?)
 - ☐ No
7. Primary Presenter Contact Information (this person will receive all confirmation notices):

Name:
Title:
Organization:
Address
City/State/Zip
Phone #:
Fax #:
E-Mail:
8. Co-Presenters
 - a) **Name/Title/Organization:**
 - b) **Name/Title/Organization:**
 - c) **Name/Title/Organization:**

National Association of Workforce Development Professionals
12 Areas of Competency

Approved by NAWDP Board of Directors February 6, 1999

- 1. History and Structure of the Workforce Development System.** Understands the history and structure of the workforce development system and how it impacts the current system. Is able to relate public workforce development policy, initiatives and funding sources with the current system.
- 2. Career Development Process.** Understands the process by which individuals define their career goals. Is able to identify the kinds of information individuals need in order to make realistic career decisions and where that information can be found.
- 3. Labor Market Information (LMI).** Understands the kinds of labor market information available and the uses of such information. Is able to access LMI using local, state and national electronic and non-electronic delivery systems.
- 4. Diversity.** Understands the special employment needs of diverse groups. Is able to adapt materials and services to address these needs.
- 5. Customer Service.** Understands who are the principle customers of the workforce development system. Is able to identify their needs and expectations and what constitutes positive customer satisfaction.
- 6. Program Management.** Understands how program design uses appropriate service strategies to meet program goals. Is able to identify indicators and established instruments to document performance program outcomes.
- 7. Interpersonal Relations.** Understands the basic principles of team work. Is able to deal with customers, colleagues, agencies and partner associates in a positive, professional manner.
- 8. Technology.** Understands basic computer technology used in workforce development. Is able to demonstrate proficiency or understanding of various computer software applications and the Internet.
- 9. General “Helping” Skills.** Understands the essential elements of a helping relationship including rapport, trust and mutual respect. Is able to effectively communicate with customers including listening, asking relevant questions and giving appropriate guidance and feedback.
- 10. Job-Search Skills.** Understands the process, techniques and tools of an effective job-search campaign. Is able to assess the local labor market and critique various types of cover letters and resumes. Understands the proper techniques for job applications, interviewing and networking.
- 11. Job-Keeping Skills.** Understands the factors that affect job retention. Is able to identify actions that address potential barriers to long-term employment.
- 12. Job-Preparation Skills.** Understands the occupational training needs of both the employer and the job seeker. Is able to develop training plans that address the employer’s needs and the job seeker’s capabilities